



<p style="text-align: center;"><b>Townsend Council Meeting Minutes</b> <b>February 5, 2020 @ 7:00 pm</b> <b>Townsend Town Hall, 141 Main Street</b></p>
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**7:00 pm - Council Meeting**

**I. Call to Order – 7:03pm.**

**II. Opening Ceremonies**

- a. **Roll Call** - A. Franco, T. McDonald, E. Dugan, S. Lobdell all present.
  - **Staff:** Town Engineer E. Van Otoo, Town Solicitor F. Townsend, Town Manager A. Mangeri, (for Town Clerk) S Guillotte
- b. Pledge of Allegiance - Done
- c. Recognition of Visitors – Keith Thompson, Dwayne Haines, CM D. Carter, State Representative Jeff Siegelman, Ron Schwartz, Marissa Hall.
- d. Announcements – Town Hall will be closed on Monday 2/17/2020 for President’s Day  
The Mayor reminded all that this is a meeting held in public, but not a public meeting.

**III. Additions and Deletions to published Agenda**

Scratch Executive Session, numbers 9,10 and 11 from Agenda.

Motion to remove Executive Session made by P. Miller, Seconded by E. Dugan.

Vote for Motion to be approved: P. Miller-Aye, A. Franco – Aye, E. Dugan – Aye, S. Lobdell – Aye.

Motion approved to delete items 9-11 on Agenda.

**IV. Approval of Minutes – No Discussion**

**V. Mayor’s Report:** Nothing to Report

**VI. Reports**

- a. **State Police:**

Lt. Lloyd – 32 incidents in town, 1 Burglary, 1 Missing Person, 1 overdose, 21 Field Service Reports, 14 Traffic Violations.
- b. **Town Attorney Fred Townsend III:**

Congratulations on a successful negotiation of Old Town Hall Property.  
Completed a review of the makeup of the Planning Commission. The PC is required to have 5 members per State Law. Also, the Board of Adjustments has a lesser number than required by State Code. The Zoning Committee found in our Ordinances is defunct. Their activities are accomplished by our Planning Commission. Recommendation was made to examine the members of the Planning Commission. We are checking with the State for numbers for a smaller committee. We are seeking ways to encourage involvement with these committees. We would like to involve the community to make a stronger community.
- c. **Town Engineer Ed Van-Otoo:**

Lifeshouse Church is ongoing construction and have finished the water and sewer tie-ins. They have addressed tracking dirt onto roadway.  
The Bridge update- Received report from DelDot regarding the structure on Wiggins Mill Road. The structure is reclassified as a culvert. Maintenance was transferred to Del DOT’s Canals Division.  
Townsend Acres is again looking to annex the Parcel along route 71. They are looking at the drainage slopes at .05% - they are requesting 2%. We are waiting on the plans to confirm slope.
- d. **Town Manager Anthony S. Mangeri:**
  - **Vacant houses update** – Commerce street and sidewalk has been completed.
  - **Resolution** – 2020-1: Recognition of Townsend Fire Chief

Motion to approve Resolution P. Miller-Yea, A. Franco – Yea,  
E. Dugan – Aye, S. Lobdell – Aye. T. McDonald -Yea. Resolution approved.

- **Census** - No Discussion
- **Radar Signs update** - No Discussion
- **TV 2 Sign Proposal** – TM Received a letter requesting Community signage for TV2. Ms. Townsend, HOA President, presented her thoughts on location and size. There is a concern as to the location of utility easements in the area where signs are being suggested. CM Lobdell and TE Van Otoo will explore options as well as sign size to assure compliance with the municipal sign ordinance.

## **VII. Committee Reports**

- a. **Finance:** Chair Mayor Thomas McDonald – Co-Chair CM Anthony Franco  
Nothing to Report
- b. **Public Works:** Chair CM Edgar Dugan – Co-Chair CM Scott Lobdell  
The Mirror has returned on Railroad Avenue. Thanks to George Hargrove and Anthony for their efforts.  
Master SNCC and Zoning Code updates are nearly complete.
- c. **Land Use & Development:** Chair CM Scott Lobdell Co-Chair CM Edgar Dugan  
Draft SNCC Master Plan update given by A. Mangeri  
Transferring the NCC Park at the corner of South and Commerce Street was discussed by CM Lobdell. CM Carter suggested that we review the park for needs and advise his office ad County Park of items that would improve the park. CM Lobdell and TM Mangeri will review and create a punch list for needs in the Park.
- d. **Veterans Committee:** Chair CM Patrick Miller – Co-Chair Anthony Franco  
**No Report**
- e. **Public Safety:** Chair CM Patrick Miller - Co-Chair CM Anthony Franco  
**No Report**
- f. **Community Relations:** Chair CM Patrick Miller - Co-Chair CM Antony Franco  
Little Library Update provided with three kits purchased. CM Miller will be assembling the kits for placement in town. One will be located at the entrance of the Town Park, Another in front of the Town Hall. We are exploring a third location.  
Facebook Status and Update was made.
- g. **Parks & Recreation:** Chair CM Anthony Franco Co-Chair CM Patrick Miller  
Events Discussion still seeking community involvement. Town Events Calendar to be posted on the Town website.

## **VIII. Citizens Comments & Participation**

- a. **Fire Company** reported on events and activities at the Fire House. Residents can find more information at the Townsend Fire Company website.
- b. **Resident expressed** concern that the minutes are not up to date on the town website. TM will review the issue and assure they are posted once approved.

## **IX. ~~Motion to Recess for Executive Session:~~**

## **~~X. Motion to Convene Executive Session~~**

## **~~XI. Motion to close Executive Session & Re Convene Council Meeting~~**

## **XII. Adjournment**